

Submit your Travel Authorization **20 days prior to travel** to allow for changes and/or approvals to be completed prior to your travel dates. This is both a state and system requirement!

**Navigation from FSCM/Finance**:

Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

1. From the **Add a New Value** tab
   1. Enter the Empl ID of the traveler
   2. Click the Add button
2. Complete the Header
   1. Business Purpose
   2. Description (Short – you can add more detail in Notes before submitting.)
   3. Default Location (Where most of travel occurs)
   4. Date From and Date To
3. Add Attachments (Supporting Documents)
   1. Conference Information
   2. Reservation Confirmations
   3. Google Maps (or similar) to show mileage
   4. Other
4. Enter Projected Expenses
   1. Date (when expense will happen)
   2. Expense Type \*\* See exception documents for what to select and do for hotel exceptions.
   3. Description (Name of airline, hotel, etc.)
   4. Payment Type
   5. Amount
5. Update Accounting Details for each expense line
   1. From the upper right of page, select **Default Accounting** from dropdown then click the GO button.
   2. Enter the Chart Fields – Oper Unit, Fund, Approp (if required), Dept, Class, State Purpose
   3. If using Fund 145, then also enter PC Bus Unit, Project, Activity
   4. Click OK button
6. Save your Travel Authorization
   1. Click the “Save for Later” link in the upper right of page. (Note: You cannot save until you have added at least one expense.)
   2. Note the Authorization ID. You will need this if you are requesting a cash advance.
7. Submit Travel Authorization
   1. Click the “Summary and Submit” link in the upper right of page.
   2. Add Notes, if desired, to give approvers additional information about your travel.
   3. Check the certification box.
   4. Click the Submit Travel Authorization button.
   5. Click the OK button.
8. Monitor Approvals to ensure it is approved before you start your travel.
   1. Click the Expenses tile on your ctcLink Finance Homepage.
   2. Click the Travel Authorizations tile.

**Maximum Lodging Amount Exception (for United States Travel)**

The system will not allow you to save and submit your travel authorization if you go over the per diem rates. For lodging, there are allowable exceptions. In order to allow for these exceptions, please do the following:

1. Expense Type = Hotel Misc no per diem
2. Description = Name of Hotel
3. After you click the Summary & Submit link, you will have the opportunity to enter notes.
   1. Click the Notes link.
   2. Enter one of the below reasons for the maximum lodging amount exception.

Acceptable Maximum Lodging Amount Exceptions

1. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility
2. When costs in the area have escalated for a brief period of time either during special events or disasters.
3. When lodging accommodations in the area of the temporary duty station are not available at or below the minimum lodging amount, and the savings achieved from occupying the less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
4. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held. (Conference or Host Hotel).
5. To comply with provisions of the American with Disabilities Act or when the health and safety of the traveler is at risk.
6. When meeting room facilities are necessary, and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
7. In the following situations, the agency head or authorized designee may approve payment of lodging expenses in excess of 150% of the applicable maximum per diem amount for the location. The agency head or authorized designee approval must be made in advance of the travel.
   1. The Traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; AND
   2. It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
   3. The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or its file location referenced. The form of documentation is defined by each agency.

**Under 50 Miles Lodging Exception (for United States Travel)**

The system does not know if your lodging is within 50 miles. However, your travel coordinator will be looking for this and may reject your travel authorization if you do not indicate the exception in the notes.

1. Expense Type = Hotel in State of WA
2. Description = Name of Hotel
3. After you click the Summary & Submit link, you will have the opportunity to enter notes.
   1. Click the Notes link.
   2. Enter one of the below reasons for the under 50 miles lodging exception.

Acceptable Under 50 Miles Lodging Exceptions

1. An overnight stay in commercial lodging to avoid having a traveler drive back and forth for back-to-back late night/early morning official state business.
2. When the health and safety of the traveler is of concern.
3. When the traveler can demonstrate that staying overnight is more economical to the state. Cost analysis documentation is to be attached to the travel authorization.